To

[The recipient]  
[Business Name]

**Subject: Invitation cancellation regarding [XYZ]**

Dear Lee,

I regret to inform you that our invitation to you as a speaker at our national heart conference hereby stands canceled due to unavoidable circumstances. Now the conference has been postponed and will be held at a suitable date.

Every year we invite renowned cardiologists from all parts of the world to participate in our national heart conference. We were happy to receive an acceptance letter from you. Unfortunately, we had to delay the conference because the government has imposed a ban on all types of gatherings due to the pandemic.

The importance of this conference cannot be denied because heart attack is a leading cause of death across the globe. Millions of people die every year because they don't have any awareness of heart attacks or chronic heart diseases. Our NGO has been working in this field for the last 15 years and is spreading awareness among the masses about the most common preventive measures against heart diseases.

Our efforts seem to be fruitful because thousands of people registered for this informative event. Moreover, we had invited famous cardiologists including you as keynote speakers. We are sorry that your invitation is being canceled just a week before the conference. We can understand your inconvenience because you had reserved your ticket. Compensation is also being sent along with this letter.

It was not anticipated that government would impose a lockdown across the country. Once the situation gets better, we shall again send you the invitation letter after making the necessary arrangements for the conference. I hope you have understood the whole scenario which led to the cancellation of your invitation and this valuable event. We are looking forward to seeing you soon.

Yours sincerely.

[NAME]  
[SIGNATURE]